

# **Guide to Merge VFC Providers and MCIR VIM**

## **Steps To Follow to Merge Providers**

- 1) Provider site notifies either LHD or MCIR regional staff of provider offices that plan to merge practices. The provider completes a MCIR Provider User/Usage Agreement to indicate the MCIR Site IDs that are to be merged together. This agreement is sent to their regional MCIR office for processing.**
- 2) LHD will notify provider site that will be closing to complete and submit:**
  - Doses Administered Report**
  - Ending inventory Report**
  - Temperature logs**
- 3) LHD reviews and approves reports and temperature logs, then notifies VFC to inactivate VFC PIN #.**
- 4) MCIR regional staff will assist provider to “zero out” their inventory and inactivate lot numbers.**
- 5) VFC will process removal of VFC PIN # and:**
  - Notifies MCIR Tech Team via email to merge provider that is closing with pin that is accepting the merge.**
  - Notifies LHD or LHDs via email of request to MCIR for merge.**
- 6) MCIR Tech Team will remove PIN # from VIM and merge MCIR sites.**
- 7) MCIR regional staff will assist provider merge site to manually “Transfer In” lot numbers to exiting inventory in VIM.**
- 8) MCIR regional staff to verify site users.**